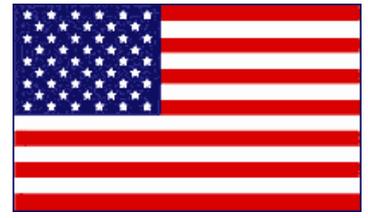




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
 Vancouver, Washington Division
 Community Based Outpatient Clinics
 Salem, OR Bend, OR
 Camp Rilea (Warrenton, OR)
 Hillsboro, OR East Portland, OR



NOTICE OF VACANCY

1. <u>Announcement Number</u> SCEP-10-PLMS2-JB	2. <u>Title, Series, Grade, Salary</u> Health Technician 20317 GS-699-5 \$33,013 to \$42,913 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Full-Time M-F	4. <u>Duty Station</u> Pathology & Laboratory Medicine Service, Portland Division
5. <u>Type & Number of Vacancies</u> Full-Time 1 position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 8/16/2010	8. <u>Closing Date</u> 8/20/2010

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- U.S. citizens
- Currently enrolled or accepted to an educational program; High school diploma or General Equivalency Diploma (GED), Vocational/Technical certificate, Associates degree, Baccalaureate degree, Graduate or Professional degree in a field related to the position.
- Must be attending at least half-time as determined by the school.

MAJOR DUTIES:

This position is located in the Department of Veterans Affairs, Portland VA Medical Center, Pathology and Laboratory Medicine Service. Incumbent serves as a Student Trainee, receiving on-the-job training and experience in the field of Laboratory Health Technician while actively enrolled at a high school, college or university program with curriculum and targeted degree related to the position. Primary duties will be performed as an autopsy assistant: assist the prosecutor as directed in performing the autopsy by making the initial incision, removing, weighing and describing the organs, opening and cleaning the intestine, opening the skull and removing the brain and any other organs required. Ties off blood vessels. Prepares the body for the funeral home by replacing the organs and suturing the body and head cavities closed.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-699 series applies and may be reviewed in the Human Resources Management Service office.

General Experience: GS-5: 1 year of general experience in any type of work that demonstrates the applicant's ability to perform the work of the position or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: GS-5: 1 year of specialized experience equivalent to the GS-4 grade level in Federal Service.

Substitution of Education for Experience: Successfully completed post-high school education is qualifying for grades GS-3 through GS-5. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. **GS-5:** Successful completion of four years of study that included at least 24 semester hours in subjects related to the position. You must submit a copy of your college transcripts.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors may result in your application receiving a less than desirable rating:

1. Ability to maintain tissue storage cabinets and autopsy tissue storage in an organized manner.
2. Ability to use electronic hospital information system.
3. Ability to understand and follow standard laboratory procedures.
4. Knowledge of safety procedures associated with laboratory activities.
5. Ability to communicate effectively.

CONDITIONS OF EMPLOYMENT:

- This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the

(Continued on next page)

competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

- Applicants without prior federal service will be appointed at step one of the grade
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- All information submitted to this VA Medical Center is subject to verification by VetPro.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Applicants selected for this position will be appointed on an excepted appointment until requirements have been met for conversion to a career or career conditional appointment according to 5 CFR 213.3202. Failure to meet requirements or maintain eligibility under the program may result in termination.
- This is a developmental position. The employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.
- A drug test may be required for an applicant who is tentatively selected.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).
- [VACareers](#) has descriptions of all Title 38 Jobs and their benefits.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All Applicants Must Submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), and/or Resume.
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Copy of academic transcripts and/or proof of enrollment and/or acceptance letter from the college, university or trade school into a degree/certification seeking program.

All application packets must be received in Human Resources by Close of Business (COB) on 8/20/2010.

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: SCEP-10-PLMS2-JB

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that

the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**